



# Signature HealthCARE, LLC UNIFORM EXCHANGE FORM

## Exchange Policy

Exchanges may be made up to 30 days after the ship date of your order. Your product must not have been worn or washed and have original tags. Exchanges can only be made for: (Check One) **\*\*EXCHANGES FOR DIFFERENT STYLES IS NOT ALLOWED\*\***

- |   |  |
|---|--|
| <input type="checkbox"/> Same style item in different size  | <input type="checkbox"/> Logo is missing   |
| <input type="checkbox"/> Incorrect item shipped             | <input type="checkbox"/> Logo is incorrect |
| <input type="checkbox"/> Garment is damaged. Explain: _____ |  |

Please note: One exchange allowed per garment. Subject to additional shipping charge if exchanged more than once.

## Exchange Procedure

- STEP 1:** Complete Exchange Form - Parts A and B (see below).
- STEP 2:** E-mail cgrandon@allcustomwear.net or call 800.216.1026 x211 for Return Shipping Label. In the email, please note the dimensions of shipping carton along with weight (best estimate if you do not have access to a scale). He (Chris) can only send you back a shipping label if he has this information.
- STEP 3:** Place this completed Uniform Exchange Form inside your box.
- STEP 4:** Adhere Return Shipping Label, provided to you by e-mail, to the outside of your box.
- STEP 5:** Ship with proper carrier (eg: UPS or FedEx). Refer to shipping label to identify the carrier.

**Note: Please consider packaging multiple products in same carton.**

**Each stakeholder will need a different order form, but all can be placed in the same carton.**

## STEP 1 - PART A: Contact Information

**ORDER #** \_\_\_\_\_ Order # MUST be provided. If you do not have, e-mail [kelly@lizardap.com](mailto:kelly@lizardap.com).

Name _____	Kronos ID # _____
Facility Name _____	Facility Code _____
Facility Address _____	
City _____	State _____ Zip _____
Phone _____	
E-mail Address _____	

## STEP 1 - PART B: Exchange Information

RETURNING				EXCHANGE FOR	
Item #	Color	Size	Quantity	Color	Size

**Additional Comments:** \_\_\_\_\_

\* To escalate an open order or for additional information, contact Kelly Lybrook: [kelly@lizardap.com](mailto:kelly@lizardap.com), 937-329-0612.